



# INTERNATIONAL RESCUE COMMITTEE

Vacancy Announcement-Ref No. 51871-1722

(National Only)

## Four Core values of IRC

### Integrity

We are open, honest and trustworthy in dealing with clients, partners, co-workers, donors, funders and the communities we affect.

### Accountability

We are accountable—individually and collectively—for our behaviors, actions and results.

### Service

We are responsible to the people we serve and the donors who enable our service.

### Equality

We strive for equal outcomes for all clients and colleagues by promoting equitable access to opportunities and services.

## From Harm to Home

The **mission** of the IRC is to help people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their future. [www.theirc.org](http://www.theirc.org)

Who receives IRC's services?	the most vulnerable populations
Which sectors?	Livelihoods, water & sanitation, women protection & empowerment, protection, health, social development
When began in Myanmar?	2008
What position you are applying for?	Cash and Basic Needs Coordinator
Number of Opening	1
Who you report to?	Deputy Director of Programs
Where you work?	Yangon
When you start working?	Immediately
What will you get?	Basic Pay + Fringe Benefits (Health Insurance + Annual Group Life Insurance + Annual 13 <sup>th</sup> Month Pay + Gratuity + Leaves Entitlements)
When can you apply?	During 26 June 2024 to 7 July 2024
What IRC expects from you?	Zero tolerance with financial fraud, sexual harassment, sexual violence, child abuse, abuse on beneficiaries. The applicant is expected to abide by IRC's policies related to safeguarding. IRC defines safeguarding as "An umbrella term that covers both staff and client-facing protection from exploitation and abuse".

What is your Job Scope?

### JOB SUMMARY

IRC seeks a dynamic individual to fill the role of Cash and Basic Needs Coordinator in Myanmar. IRC is planning to implement a small multi-purpose cash assistance activity in Myanmar and intends to bring this to scale across the locations where IRC works in Myanmar. The Coordinator will lead and oversee cash and basic needs activities, and support to strategize the scale up of this programming in Myanmar, including through strategic planning, fundraising, project management, and supervision of staff. The Coordinator will identify specific opportunities for direct and partner-led implementation and work with the Deputy Director of Programs to set the strategic directions for the country program for cash-based programming including cash across sectors. They will serve as the key program liaison with partners and the Myanmar Cash Working Group.

## **Main Responsibilities**

Under the supervision of the Deputy Director of Program and with technical support from the Economic Recovery and Development Technical Advisor, the coordinator will be responsible for:

### **Program Quality and implementation.**

- Lead design processes such as cash feasibility assessment, market assessments to inform activity design and ensure programs are contextually appropriate and reflect client feedback. Provide technical oversight that ensures quality, new and adapted CVA programming in accordance with standard methods, IRC policy, and context to achieve the greatest coverage and impact for clients possible.
- Identify, select, and monitor for the most feasible CVA modalities and mechanisms, according with the needs and context, and liaise with other functional departments to ensure effective management and implementation.
- Provide technical assistance on the key tools development in cash, including the Cash Relief Operating Procedures (CROPs), Program Controls Checklist (PCC), and Program Implementation Note (PIN); as well as other key guidance, as needed, in collaboration with other IRC staff.
- Collaborate with the senior members of other technical sectors to prepare strategic workplans with clear objectives and achievement benchmarks, long-term and short-term priorities, implementation plans, financial projections, and tools for evaluation.
- Lead the learning process from pilot phase and draft report to improve the quality of long-term designed program.
- Ensure the integration and technical quality of cash assistance activities across sectors in-line with the IRC's 'cash first' approach.
- Other duties as assigned by the supervisor.

### **Partnerships and Representation**

- Conduct partner mapping, identify and develop partnerships with local implementing partners as appropriate for program design, service to clients, and capacity sharing based on IRC's partnership standards of equal and effective partnerships.
- Responsible for specific project coordination and quality control with partners and in line with IRC international priorities, frameworks, and policies.
- Provide support to implementing partners as needed and determined by them and the ERD Coordinator, including training, data management support and other operational support for their programs.
- Participate and contribute to various interagency coordination forums including Cash Working Group.

### **Staff Management and Development**

- Directly supervises CVA program staff in line with IRC's people manager standards. This includes coaching, training, and mentoring direct-report staff, communicating clear expectations, setting annual performance objectives, providing regular and timely positive and constructive performance feedback, and providing documented annual performance reviews.
- Promote and monitor staff care and well-being. Model healthy work-life balance practices and support appropriate interventions in response to identified staff care needs.
- Manage team members, volunteers, and translators, including working with HR on recruitment, performance management, and more.
- Build capacity of the IRC team within the CVA team and across functional departments on the different selected cash transfer methodologies.

- Deliver capacity-building sessions to partners/ new team members and community mobilizers as needed.
- Maintain open and professional relations with team members, promoting a strong team spirit and providing oversight and guidance to enable staff to successfully perform in their positions.

#### **Monitoring, Evaluation, Accountability, and Learning (MEAL)**

- Collaborate with MEAL to ensure proper data collection and information management systems are used for projects.
- Ensure that ethical and sound data collection and information management systems are in place for appropriate program monitoring, analysis, planning, evaluation, and advocacy – for both direct and partner implemented activities.
- Establish strong databases for client data and other programmatic information in coordination with MEAL Team.
- Support written program evaluations and reviews ensure documentation of lessons learned informing reporting and program development.
- Collaborate with MEAL and field staff to address feedback from clients and partners.
- Highlight the main risks associated with MEAL while implementing the programs and document them along with the followed/recommended mitigation measures to enhance the quality of the program.

#### **Business Development**

- Support the development of concept notes and proposals related to CVA and basic needs programming expansion and continuation from emergency to long-term response, including budgets, logical frameworks, relevant indicators, and written narratives.
- Support co-design sessions that involve potential partners and are responsive to client needs.

#### **Reporting**

- Ensure IRC and donor reports as per set schedules (monthly, quarterly and annually) on grant activities, indicators and achievements are produced in quality.
- Support the provision of up-to-date information on success stories to Comms and Advocacy team.

#### **Professional Standards**

- Complete other duties as assigned by the supervisor to enable and develop IRC programs.
- Adhere to the IRC Way Standards for Professional Conduct and the IRC country employment policies.

### **What should you have?**

#### **Education**

- University degree in relevant discipline or commensurate years of experience.

#### **Experiences**

- 5 years of relevant work experience in cash and voucher assistance and/or other humanitarian and development programmes with demonstrated experience in both direct implementation and working with partners.
- Knowledge and experience in implementing humanitarian or development projects, especially in conflict contexts.

**Competencies**

- Proven ability to work well in and promote teamwork, comfortable in a multi-cultural environment, flexible and able to handle pressure with professional grace.
- Willingness to travel to different cities within Myanmar.
- Proficiency in Microsoft Office suite, including Word, Excel and Outlook
- Demonstrated dedication to an anti-racist and Do No Harm approach, gender equality and inclusion.

**Language**

- Fluency in Burmese and English required.

Deadline	Application Link
<b>5pm on Sunday, July / 7 / 2024.</b>	<a href="https://rescue.csod.com/ux/ats/careersite/1/home/requisition/51871?c=rescue">https://rescue.csod.com/ux/ats/careersite/1/home/requisition/51871?c=rescue</a>
<p><b><u>Notes:</u></b></p> <ul style="list-style-type: none"><li>➤ IRC is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, sex, color, national origin, sexual orientation, age, marital status, veteran status or disability.</li><li>➤ Candidates are required to declare in advance should there be any relative or family member currently employed in IRC. Failure to do so, he/she will be subjected to the termination of the employment contract even after successfully selected.</li><li>➤ <b>IRC regrets to inform you that only short-listed candidates will be contacted.</b></li></ul>	